## Air Emission Inventory Update Contact Information Screen

- Three contacts
  - Air Reporting Contact
  - Air Billing Contact
  - Air Responsible Contact
- · Change incorrect information
- Use Save button
- Use Find button if a contact record is empty or wrong person
- Use Add button to add a new contact if the find is not successful

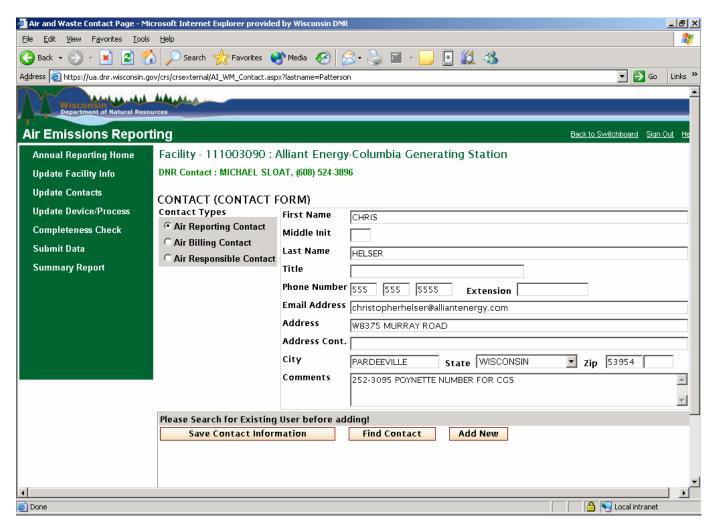
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## Disclaimer

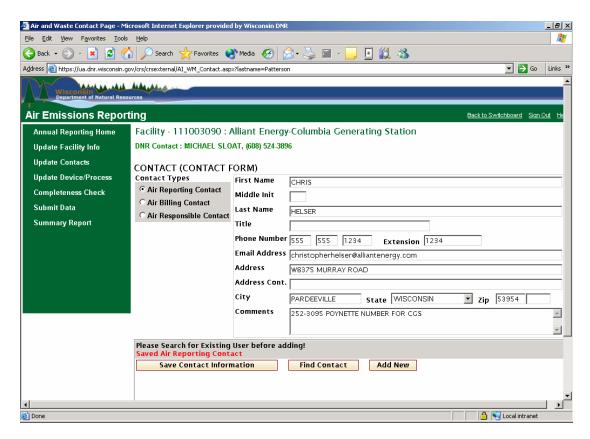
Information shown on screens for this tutorial was taken from test data developed for the air emission reporting program. Device, process, and other information from existing facilities were used for illustrative purposes only. Existing facility data was used to show typical usage of screens in the program. None of the information presented in the following screens should be viewed as accurate information.

## **Contact Information**

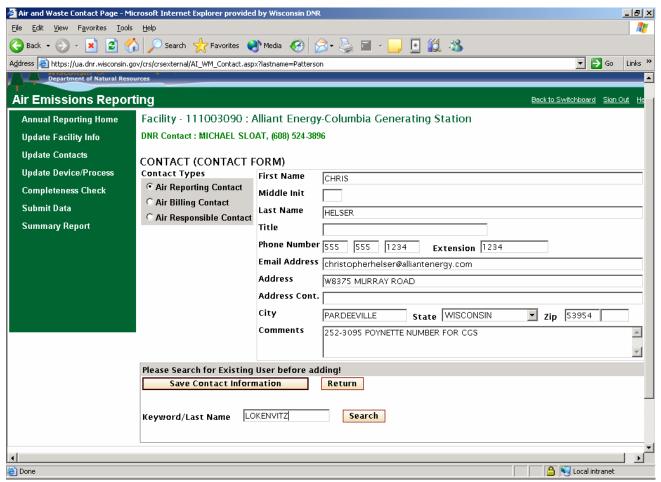
You should review each of the three air contacts on this screen—air reporting contact, air billing contact, and air responsible contact. You can do this by clicking on the 'Update Contacts' navigation link located on the left side of the screen.



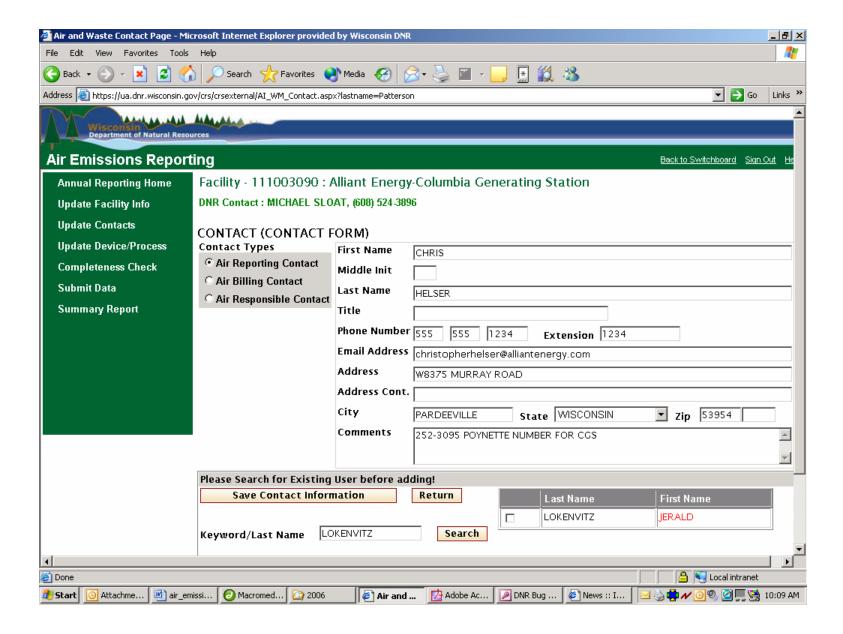
If any of the information for these contacts is incorrect then overwrite that information and click on the save contact information button.



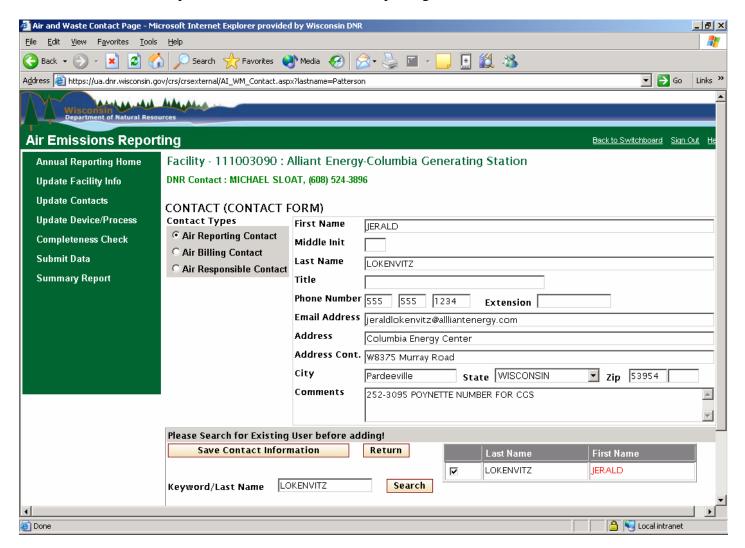
If the person in the role is wrong, search for the correct contact first by clicking on the Find Contact button.



Click on the box next to the name of the person found in the search.



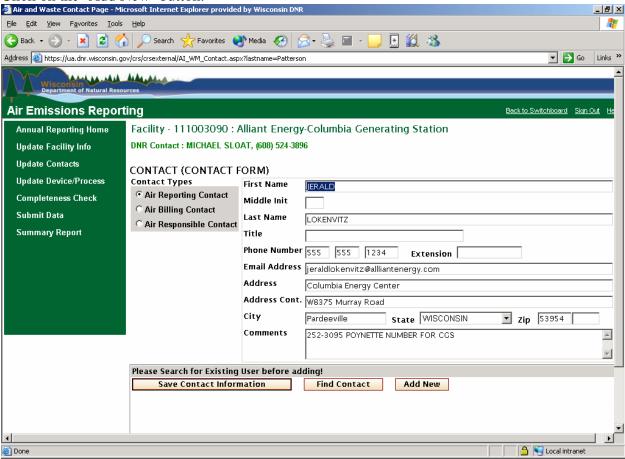
The information for that person will be loaded into the reporting role.



If the person is not found, then add a new contact by first clicking on the 'Return' button.

Air and Waste Contact Page - Microsoft Internet Explorer provided by Wisconsin DNR File Edit View Favorites Tools Help G Back ▼ 🕑 ▼ 🕱 🧭 🥠 🔎 Search 🦟 Favorites 🜒 Media 🪱 🔝 ▼ 🥌 🔳 ▼ ▼ Do Links » Address https://ua.dnr.wisconsin.gov/crs/crsexternal/AI\_WM\_Contact.aspx?lastname=Patterson Wisconsin Department of Natural Resources Air Emissions Reporting Back to Switchboard Sign Out He Annual Reporting Home Facility - 111003090: Alliant Energy-Columbia Generating Station DNR Contact: MICHAEL SLOAT, (608) 524-3896 **Update Facility Info Update Contacts** CONTACT (CONTACT FORM) Update Device/Process Contact Types First Name JERALD • Air Reporting Contact Completeness Check Middle Init C Air Billing Contact Submit Data Last Name LOKENVITZ C Air Responsible Contact **Summary Report** Phone Number | 555 | 555 | 1234 Extension Email Address jeraldlokenvitz@allliantenergy.com Address Columbia Energy Center Address Cont. W8375 Murray Road City State WISCONSIN **Zip** 53954 Comments 252-3095 POYNETTE NUMBER FOR CGS ۸ 7 Please Search for Existing User before adding! Save Contact Information Return No Contacts found with Keyword! Search Keyword/Last Name 🔒 🥞 Local intranet Oone

## Click on the 'Add New' button.



Add information for the new person and then click the 'Save Contact Information' button.

Air and Waste Contact Page - Microsoft Internet Explorer provided by Wisconsin DNR File Edit View Favorites Tools Help Pavorites 🙌 Media ▼ 🕞 Go Links » MALLAL MALLALLA epartment of Natural Resources **Air Emissions Reporting** Back to Switchboard Sign Out H **Annual Reporting Home** Facility - 111003090: Alliant Energy-Columbia Generating Station DNR Contact: MICHAEL SLOAT, (608) 524-3896 Update Facility Info **Update Contacts** CONTACT (CONTACT FORM) Update Device/Process **Contact Types** First Name Jay • Air Reporting Contact Completeness Check Middle Init C Air Billing Contact **Submit Data** Last Name Parnelli C Air Responsible Contact **Summary Report** Title Phone Number | 555 | 5512 Extension Email Address | jjparnelli@yahoo.com Address anywhere street Address Cont. City ▼ **zip** 53717 0914 State WISCONSIN Madison Comments Fictional person \_ Please Search for Existing User before adding! Saved Air Reporting Contact Save Contact Information Find Contact Add New 🔒 🥞 Local intranet Done

Air Contact Information

January 6, 2007

You should review each contact and save information for that contact. Save information for that contact even if the information is correct. When you have successfully completed this task, you will see a check mark next to the 'Update Contacts' link on the left side

navigation area.

